

JSC Safety and Health Handbook	JPR No.	1700.1K
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Chapter 1.4 Line Accountability

1.4.1 Applicability of this chapter

You are required to follow this chapter if you are a line manager at any level.

1.4.2 Description of Sub-element 1.4

1.4.2.1 JSC shall hold line managers and employees accountable for meeting their safety and health responsibilities. This includes:

- Clearly defining and implementing authority and responsibility for safety and health protection.
- Evaluating line managers each year on their safety and health performance.
- Having a documented system for correcting deficient performance.
- Including safety and health in each employee's performance evaluation.

1.4.3 Requirements

1.4.3.1 As a manager, you shall include in employee performance appraisals:

- The factors listed in paragraphs 1.4.4, 1.4.5, and 1.4.6 below in the performance appraisals of your subordinate line managers as described in the JSC Personnel Handbook (URL: http://jscpeople.jsc.nasa.gov/Desk_Guide/Handbook.cfm), Part 4, Subpart 1.
- Safety and health in the performance appraisals of your employees as described in the JSC Personnel Handbook, Part 4, Subpart 1.
- The employee's understanding of the hazards he or she is exposed to and how to control them.
- Fulfilling safety and health responsibilities. This includes the general responsibilities listed in this Handbook and specific responsibilities you assign.
- Any other relevant safety and health factors.

1.4.4 Safety and health performance standards for JSC line managers

1.4.4.1 As a civil service line manager, you shall be held accountable for meeting your safety and health responsibilities. Authority and responsibility for safety and health protection are clearly defined in your performance plan. Your higher management evaluates your safety and health performance based on how well you:

- Define your organization's safety and health requirements and liabilities.
- Make sure your workplace meets all safety and health regulations that apply.
- Make sure your employees and managers have required safety and health training.
- Make sure your employees are aware of the hazards in their workplace, understand needed safeguards, and are trained as required.
- Establish and communicate safety responsibilities to your managers and employees.

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- f. Take actions to reduce personal injury or unsafe use of facilities and resources.
- g. Make sure your work areas are completely inspected at least quarterly.
- h. Make sure mishaps, close calls, and hazards are promptly and completely investigated.
- i. Make sure actions are taken immediately to protect people and property, and long-term actions are developed to prevent recurrence.
- j. Discuss safety issues and concerns at staff and group meetings or other forums.

1.4.5 Safety and health performance standards for JSC facility managers

1.4.5.1 As a civil service facility manager, you shall be held accountable for meeting your safety and health responsibilities. Authority and responsibility for safety and health protection are clearly defined in your performance plan. Your higher management evaluates your safety and health performance based on how well you:

- a. Attend required safety and health training.
- b. Issue and carry out procedures that meet OSHA, NASA, and JSC safety policies and directives.
- c. Review and maintain plans, procedures, and operations within your facility to manage hazards to personnel or property.
- d. Make sure that previously unforeseen hazardous operations or imminent dangers to personnel or property are shut down until risks are clearly understood by personnel and corrective actions are taken.
- e. Coordinate potentially hazardous operations with the Safety and Mission Assurance Directorate.
- f. Make sure mishaps in your facility are promptly reported, investigated, and corrected, and that facility employees are provided the lessons learned.
- g. Make sure operating conditions in the facility are safe.
- h. Ensure your buildings are completely inspected at least quarterly.

1.4.6 Responsibilities for line accountability

As a line manager, you are responsible for evaluating the safety performance of all those who directly report to you under the standards in paragraphs 1.4.3–1.4.6 above. This includes subordinate managers, facility managers, and employees. You shall include safety and health performance in your yearly performance appraisals described in the JSC Personnel Handbook, Part 4, Subpart 1.

1.4.7 Safety and health documentation for line accountability

As a line manager, you shall maintain current performance appraisals and any supporting documentation as described in the JSC Personnel Handbook, Part 4, Subpart 1, or contractor equivalent.

NOTE: See Appendix F, Attachment 1.1A for details on documentation required by this Chapter.

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<http://server-mpo.arc.nasa.gov/Services/CDMSDocs/Centers/JSC/Home.tml>.

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